

2013 Exhibitor Application

**Newport Oregon's**

**Home &**

**Garden Show**

**May 17, 18, & 19th**

Friday 4pm-8pm, Saturday 9am-6pm

Sunday 10am -4pm

Newport Recreation Center

225 Avery Street

Newport, Oregon 97365

541-265-7783

*Presented by the*

*City of Newport Parks & Recreation Department*

**Showcase your business!**

*Deadline for application is April 5th*

# 2013 Newport Home & Garden Show

## May 18, 19, & 20<sup>th</sup>, 2012

### Exhibitor Application

The following is only an application to the 2013 Newport Home & Garden Show. There will be a contract mailed to you upon the acceptance of your application. Please read each page and return with your check or credit card number no later than April 5th. Please be sure to keep a copy for your records. Checks will be cashed and credit cards will be processed on the Exhibitor selection date of April, 8th. Checks will be returned to applicants not selected to participate.

Exhibitor/Business

Name\_\_\_\_\_

Contact  
Person\_\_\_\_\_

Address\_\_\_\_\_

City, State, Zip\_\_\_\_\_

Phone\_\_\_\_\_Fax\_\_\_\_\_

E-mail\_\_\_\_\_

Exhibitor Type: (Home Improvement/Food/Services/Other-Description)

**Exhibitors;** All applicants are encouraged to include pictures of items to be sold to minimize the duplication of products offered. Please list under products in detail what you will be selling.

**Food Vendors;** Service of food at this event **requires a temporary Lincoln County Health Department License**. Selection of applicants will be made to minimize duplication of similar products. A very limited number of food vendors will be selected.

Please provide a description of your products.

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## What's Offered

A booth (approximately 9'-10'x10) will include backdrop of Pipe and Drape approximately 6ft. high and sides of Pipe and Drape at 3 ft. high.

LIMITED Electricity is available ( 110 amps) on a first come, first served basis. Please specify electrical needs in this application. Not all electrical requirements may be met.

Exhibitor Parking– Exhibitors are asked to park along the streets nearby the event at the Recreation Center or at the public parking lot located at 9th Street and Hurbert. Parking for attendees is located in the City Hall, Senior Center and Recreation Center parking lots. No overnight parking is allowed. For RV parking or Hotel information, please refer to [www.discovernewport.com](http://www.discovernewport.com), or [www.newportchamber.com](http://www.newportchamber.com).

**Request of Booth Type Preference (Not guaranteed, but every attempt will be made).**

**Standard Booth @ \$395. (each booth space)** \_\_\_\_\_

**Corner Booth @ \$495. (each booth space, limited space available)** \_\_\_\_\_

**Multi Booth discount is 10%** \_\_\_\_\_

\*If you request a Corner or Side by Side and are assigned a Standard Booth, you will be refunded or credited the difference.

**TOTAL DUE WITH APPLICATION** \_\_\_\_\_

**Please make check payable to “City of Newport” or complete the attached Confidential Credit Card Billing form**

Send application and payment to:  
City of Newport Parks & Recreation  
169 Coast Hwy  
Newport, OR 97365

REFUNDS/Cancellations: To receive your full refund a cancellation request must be received by the City in writing within ten days after the City receives your contract. There will be a 50% charge for booth cancellation by a Exhibitor after April 8th. Exhibitors who cancel their booth after May 1<sup>st</sup> will not receive a refund of booth fees. **Remember, the deadline for completed application and payment is April 5th. Exhibitor selection will occur on April 8th. Checks and credit cards of successful applicants will be processed after April 8th. Checks of those not selected will be returned promptly.**

**If you wish to be placed on the waiting list pending a cancellation, please indicate below. Your check will be retained for processing after confirmation if you are still available.**

\_\_\_ Yes, place me on the cancellation list and retain my check/credit card for payment.

\_\_\_ No, please return my check or destroy my credit card information if I am not selected.

# CONFIDENTIAL

## CREDIT CARD BILLING FORM

### Newport's Home & Garden Show

Please complete this form to set-up billing your service and invoices on a Credit Card.

Exhibitor/Business Name\_\_\_\_\_

Contact Person\_\_\_\_\_

Credit Card Billing Information (this must be the same as it appears on your Billing Statement)

Name\_\_\_\_\_

Address\_\_\_\_\_

City, State, Zip\_\_\_\_\_

Phone\_\_\_\_\_ Fax\_\_\_\_\_

E-mail\_\_\_\_\_

Credit Card Type: Discover Card\_\_\_\_\_ Visa\_\_\_\_\_ Master Card\_\_\_\_\_

Credit Card Number:\_\_\_\_\_

Expiration Date:\_\_\_\_\_ Authorized Amount:\_\_\_\_\_

All Newport Home & Garden Show payments are processed through the City of Newport. I AUTHORIZE City of Newport To CHARGE MY ABOVE CREDIT CARD FOR SERVICES RENDERED. Your Credit Card will not be billed until your application has been selected to participate in the 2013 Home & Garden Show. **\*If your credit card is declined at time of application acceptance, your application will be declined.**

Authorized Signature\_\_\_\_\_

Date\_\_\_\_\_

Please mail, e-mail, or fax this form with your Exhibitor Application. Thank you.

City of Newport Parks & Recreation

169 Coast Hwy, Newport OR, 97365

Email [j.protiva@newportoregon.gov](mailto:j.protiva@newportoregon.gov)

FAX: 541. 574.6596